

Ryan White Planning Body: Meeting Agenda & Minutes
Serving Anson, Cabarrus, Gaston, Mecklenburg, Union, and York Counties

Membership Workgroup Meeting Details

Time	Friday, December 6, 2019; 12:00PM-1:00PM
Location	Room 4011/4012; 3205 Freedom Drive, Charlotte; Suite 4000
Attendance	Annette Huffstead, Gary Becton, Dale Louder, Nakia Savage, Bruce Trujano, Emily Chambers-Sharpe, Kayla Earley (non-voting)
Meeting goal	Review pending Membership Applications and recommend candidates for membership

Agenda

Topic	Facilitator	Time
Welcome	Annette Huffstead	12:00-12:15
Review pending applications & vote to approve, decline, or pend membership applications	Everyone	12:15-12:45
Schedule next meeting; other updates or discussion	Everyone	12:45-1:00

Action Items for follow up	Assigned To	Due Date
Notify applicants of application status	Annette & Kayla	12/13/19
Reserve a room for the next meeting	Kayla	12/13/19
Attend next Membership Workgroup meeting: March 11, 2020; Room TBD	Members	3/11/20

Minutes

Annette Huffstead welcomed members. Members introduced themselves.

Annette Huffstead and Kayla Earley reviewed the reflectiveness requirements, HRSA-mandated seats for membership, and other factors important to consider when approving members. Earley also reminded members that they are bound to confidentiality and that if an applicant openly discloses their HIV status in an application, that information is not to be shared outside of this meeting. Members agreed.

Members reviewed each application individually and discussed each candidate. Some members knew two of the four applicants: LB and LDM. Members did not know the remaining two applicants: TJ and JH. With consensus, members agreed that they wanted to meet applicants first and would meet them during the Planning Body Orientation, which immediately after this meeting. Huffstead and Earley to follow up with members' to learn their decision after meeting applicants.

The group scheduled their next meeting for March 11, 2020 but will meet sooner in person or by phone/email if they receive more applications.